An example of the AJ Distribution screen is displayed here:

```
                          Adjustment Timesheet Distribution
        POSITION:                     EMP NBR:                 NAME:
        YEAR-MONTH:          PAGE:       TOTAL HOURS: _____     AVG HOURLY RATE:
             HOURS    TYPE  D  INDX>  PCA>   ACTY> AO>  PROJ/WP>   LOC>   MULTI PUR
         1: _____  ____  _  ____  _____   ____  __  _____ __  _____  _____
         2: _____  ____  _  ____  _____   ____  __  _____ __  _____  _____
         3: _____  ____  _  ____  _____   ____  __  _____ __  _____  _____
         4: _____  ____  _  ____  _____   ____  __  _____ __  _____  _____
         5: _____  ____  _  ____  _____   ____  __  _____ __  _____  _____
         6: _____  ____  _  ____  _____   ____  __  _____ __  _____  _____
         7: _____  ____  _  ____  _____   ____  __  _____ __  _____  _____
         8: _____  ____  _  ____  _____   ____  __  _____ __  _____  _____
         9: _____  ____  _  ____  _____   ____  __  _____ __  _____  _____
        10: _____  ____  _  ____  _____   ____  __  _____ __  _____  _____
        11: _____  ____  _  ____  _____   ____  __  _____ __  _____  _____
        12: _____  ____  _  ____  _____   ____  __  _____ __  _____  _____
        13: _____  ____  _  ____  _____   ____  __  _____ __  _____  _____
        14: _____  ____  _  ____  _____   ____  __  _____ __  _____  _____
        15: _____  ____  _  ____  _____   ____  __  _____ __  _____  _____
           PF1   PF2                   PF6   PF7   PF8                    PF11
           Help  Retrn                 Dfalt Bkwrd Frwrd                  Entry
        Press Enter to accept, F2 to cancel, or F11 to access Entry Screen
```

Note: The AJ record key (Position, Employee Number, Year-Month, Page) is displayed on the pop-up screen, but must first be keyed on the AJ Table Entry screen.

To exit the AJ Distribution screen and return to the AJ Entry screen, press one of the following keys:

- ✪ **Enter** – When **Enter** is pressed, edits are performed. If the data passes all online edits, the AJ Entry screen is displayed with a message confirming that the table maintenance was successfully performed.

- ✪ **F2**=Retrn – When **F2**=Retrn is pressed, the AJ Entry screen is displayed. All data entered on the AJ Distribution screen is lost.

- ✪ **F11**=Entry – When **F11**=Entry is pressed, the AJ Entry screen is displayed. All data entered is retained. Edits are not performed until Enter is pressed from the Entry screen.

Record Retrieval By Last Four Digits Of The Employee Number

The AJ Entry screen has an option to retrieve the Employee Number from the EM Table based on the last four digits of the Employee Number. To perform this retrieval, key the last four digits of the Employee Number in the field titled 'To retrieve Employee Number, key last four digits and press Enter'. If a match is found, the entire Employee Number, Position (if used), and Name is displayed in the respective fields on the AJ Entry screen. If multiple matches are found OR if no match is found, the Employee Record Search screen is displayed. From this screen, the desired record can be selected or a new search can be initiated using other information from the employee record.

If a pay period is keyed in the Year-Month field on the AJ Entry screen, the specified FFY is searched. If the Year-Month field is left blank, the current FFY is searched.

The Employee Record Search screen also appears when the cursor is in any of the following fields and F1=Help is pressed:

- ✪ Position
- ✪ Employee Number
- ✪ Name
- ✪ 'To retrieve Employee Number, key last four digits and press Enter'.

Add Payroll Adjustment Table Record (H=Add PT Rec)

The '**H=Add PT Rec**' Function is an option to add a PT record from the AJ Entry screen. When executed, the **H** Function performs a search to retrieve the SCO payroll record using the Position (if used), Employee Number, and the Year-Month data of the AJ record. Once retrieved, the information from the payroll records (i.e., SCO hours, gross pay, etc.) is copied and used to create a PT record. This feature helps reduce the time for obtaining and inputting payroll information manually when preparing to run the Labor Distribution Adjustment Process.

The **H** Function is available if the Payroll Record Indicator in the LC Table is set to '**Y**'. Setting the Payroll Record Indicator to '**Y**' will initiate a process to save the monthly SCO payroll records in one centralized file called the Payroll Stored (PS) file. It is from the PS files that the payroll records are retrieved through the use of the **H** Function. Refer to Chapter VI-2 Labor Distribution Control Table – Actual Costing for more detailed information about the Payroll Record Indicator.

When performing the **H** Function, either the AJ record or the control key (Position (if used), Employee Number, and Year-Month) must be displayed on the Entry screen. Based on the data populated in the Position, Employee Number, and Year-Month fields, the system retrieves the SCO payroll record from the PS file and creates a PT record.

The **H** Function is limited to create Adjustment Payroll record for individual timesheets only. If a group Adjustment Timesheet or the record key of a group Adjustment Timesheet is displayed when the **H** Function is executed, an error message will appear.

If multiple payroll records for the same employee and pay period are retrieved from the PS file, multiple PT records will be created. If negative value(s) is in the payroll record, the SCO payroll data is summarized with other payroll record(s) for the same employee and pay period; and only one PT record is created. The summarized PT record is assigned with a '99999' Clearance number.
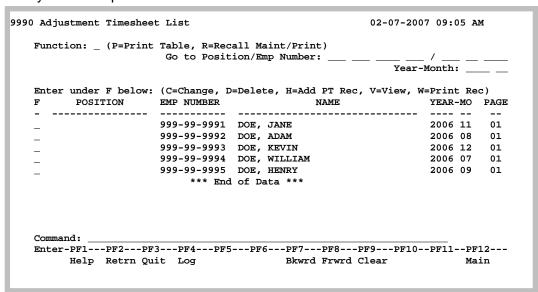
The **H** Function can be executed from the AJ List Screen also.

Note: Each year on the last processing day of October, prior fiscal year payroll records from the PS file are purged. Using the **H** Function to retrieve and add

PT records for prior fiscal year pay periods after the October purge date will result in a no record found error message.

Adjustment Timesheet List Screen

The Adjustment Timesheet List screen is displayed when the **F5**=List key on the Entry screen is pressed.

```
9990 Adjustment Timesheet List                        02-07-2007 09:05 AM

    Function: _ (P=Print Table, R=Recall Maint/Print)
                      Go to Position/Emp Number: ___ ___ ____ ___ / ___ __ ____
                                                       Year-Month: ____ __

    Enter under F below: (C=Change, D=Delete, H=Add PT Rec, V=View, W=Print Rec)
    F       POSITION      EMP NUMBER              NAME            YEAR-MO  PAGE
    - ---------------  ----------  -----------------------------  ---- --  --
    _                  999-99-9991  DOE, JANE                     2006 11  01
    _                  999-99-9992  DOE, ADAM                     2006 08  01
    _                  999-99-9993  DOE, KEVIN                    2006 12  01
    _                  999-99-9994  DOE, WILLIAM                  2006 07  01
    _                  999-99-9995  DOE, HENRY                    2006 09  01
                           *** End of Data ***




    Command: _____
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Help  Retrn Quit  Log              Bkwrd Frwrd Clear               Main
```

Most table maintenance, **C**=Change, **D**=Delete, **H**=Add PT Rec, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record, may be initiated from the List screen. The List screen gives agencies the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance on the current screen is finished.

The list of AJ records is displayed in Position/Emp Number order. If the Entry screen is blank when **F5** is pressed, the list of records will begin with the first sequential record of the table. If a record is displayed on the Entry screen, the list will begin with that record followed by the next sequential record within the Year-Month period. To list records for a specific pay period, key the pay period in the Year-Month field and press **Enter**.
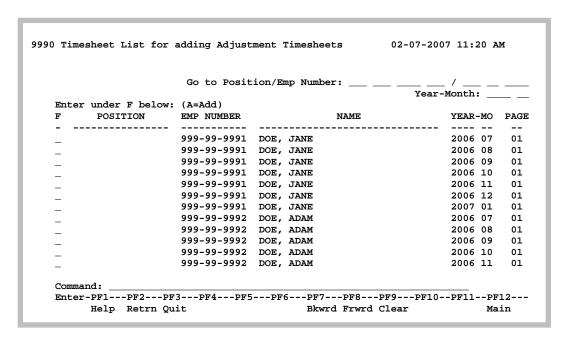
To find a record, enter the Position (if used)/Emp Number and the Year-Month in their respective fields and press Enter. If the record exists, it will be the first record listed on the screen. If the request record does not exist, the list will start with the next sequential record. If only the Position/Emp number is entered, the list will begin with the first record for that employee and will include all pay periods. If only the Year-Month field is keyed, the list will include all records for the specified pay period.

To perform maintenance, either enter a **P** or **R** in the Function Field **or** enter a **C**, **D, H**, **V** or **W** in the **F** action column to the left of the desired record. Values cannot be keyed in the Function field and the **F** action column at the same time. However, multiple records may be selected from the **F** action column.

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. If **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. After maintenance is completed for each record, the **F2** key must be pressed to go to the next record. All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

Timesheet Screen (F10=TSLst)

When creating a new AJ record, a TS record can be copied and modified to create an AJ record. The Timesheet List For Adding Adjustment Timesheets screen, via F10 on the AJ Entry screen, is available to make the key entry process easier. This screen can be used to select a TS record and copy it to the AJ Entry screen.

```
 9990 Timesheet List for adding Adjustment Timesheets        02-07-2007 11:20 AM



                     Go to Position/Emp Number: ___ ___ ____ ___ / ___ __ ____
                                                       Year-Month: ____ __
      Enter under F below: (A=Add)
      F       POSITION       EMP NUMBER              NAME            YEAR-MO  PAGE
      -  ----------------    ----------  ------------------------------ ---- --  --
      _                      999-99-9991 DOE, JANE                    2006 07   01
      _                      999-99-9991 DOE, JANE                    2006 08   01
      _                      999-99-9991 DOE, JANE                    2006 09   01
      _                      999-99-9991 DOE, JANE                    2006 10   01
      _                      999-99-9991 DOE, JANE                    2006 11   01
      _                      999-99-9991 DOE, JANE                    2006 12   01
      _                      999-99-9991 DOE, JANE                    2007 01   01
      _                      999-99-9992 DOE, ADAM                    2006 07   01
      _                      999-99-9992 DOE, ADAM                    2006 08   01
      _                      999-99-9992 DOE, ADAM                    2006 09   01
      _                      999-99-9992 DOE, ADAM                    2006 10   01
      _                      999-99-9992 DOE, ADAM                    2006 11   01

      Command: _____
      Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            Help  Retrn Quit                    Bkwrd Frwrd Clear            Main
```

The list of TS records is displayed in Position/Emp Number order. If the Entry screen is blank when **F10** is pressed, the list of records will begin with the first sequential record of the TS File. If a record is displayed on the Entry screen, the list will begin with that record followed by the next sequential record within the Year-Month period. The F7 and F8 keys can be used to scroll through the list. To list records for a specific pay period, key the pay period in the Year-Mo (month) field and press **Enter**.

To select a TS record and copy it to the AJ Entry screen, enter an **A** in the F action column to the left of the record to be copied. When **Enter** is pressed, the selected record is displayed on the AJ Entry screen. Make the appropriate changes and press **Enter**.